

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

CORRECTIONAL OFFICER - 09675

Monthly Salary Range: \$2801 - \$3931

Regular Test – No Option

In-hiring rate: \$3132

Option MC – Manual Communications

Option SS - Spanish Speaking

All selected options may be listed on one application.

General duties: A Correctional Officer performs security and custodial duties in a correctional center supervising the movements, conduct, work, discipline, recreation and training of residents; controls residents from stations in cell houses, yards, towers, dormitories, dining halls, or on work details; enforces rules of conduct, security and work standards by verbal admonishments for minor deviations or by making written reports of significant violations to superiors; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

Training and Experience: (See Below) Requires knowledge, skill and mental development equivalent to completion of four years of high school, plus successful completion of an approved correctional officer training program.

Tests and Weights: Training and experience 100%.

Length of eligibility period: One year.

(Continued on reverse side)

YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.

1. Applicants who have NOT completed the Department of Corrections approved training program should apply for **CORRECTIONAL OFFICER TRAINEE**. Correctional Officer Trainee for the various Illinois Correctional Centers are hired directly by the Illinois Department of Corrections.

Application and inquiry about employment as a Correctional Officer Trainee should be made **DIRECTLY** to:

Central Screening Office
Illinois Department of Corrections
1301 Concordia Court
Springfield, IL 62794-9277

2. If you have completed the Illinois approved officer training program, send a completed application to the Central Screening Office, Illinois Department of Corrections, 1301 Concordia Court, Springfield, IL 62794-9277. Your training and experience will be evaluated from your application.

AN EQUAL OPPORTUNITY EMPLOYER

10-1-88 (RC-006-09Q) Salary 1-1-06, Counties Updated 10-26-05, Grade Statement Added 5-03-02,
MC Opt 1-1-03

CORRECTIONAL OFFICER

Option SS--Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option MC – Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Alexander (SS), Brown, Carroll, Christian, Clinton (SS), Crawford, Fayette, Fulton, Jefferson (SS), Johnson, Knox, LaSalle (SS), Lawrence, Lee (SS) (MC), Livingston (SS), Logan (MC), Macon (SS), Montgomery, Morgan, Perry, Randolph (SS), Rock Island, St. Clair (SS), Vermilion (SS), Will (SS).

(MC) Indicates Manual Communication Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.